## **Exhibit C Charities Advisory Council Curriculum**

## **Charities Advisory Council's Education Program Subcommittee**

## November 5, 2008

The subcommittee proposes developing a curriculum to the following list of topics:

- Fiduciary and Legal Responsibilities of a nonprofit corporation and/or charity board
  - Conflicts of Interest
  - Assure business is transacted legally
  - Protect the assets
- How to be a high performance board of a nonprofit corporation and/or charity
  - Responsibilities
  - Maximizing performance and contributions
  - o Principles
- Financial controls for a nonprofit corporation and/or charity
  - Accounting principles
  - Accountability and transparency
  - o Policies and Procedures to be in place
- Federal and State compliance issues
  - How to start a nonprofit corporation
    - Legal documents and requirements
    - Licensing where applicable
  - How to maintain a nonprofit corporation
    - Annual reporting
    - Maintenance of organic record
  - How to dissolve a nonprofit corporation
    - Legal documents and requirements
- Develop a resource list